




**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**
P.O. BOX 4127, HILO, HAWAII 96720

October 20, 2009

MEMORANDUM

TO: All Agency Administrators In DAGS Buildings

FROM: Glenn Okada
District Engineer 

SUBJECT: Implementation of Furlough Days

The following is to advise all occupants of DAGS Hawaii District buildings that beginning Friday, October 23, 2009 the Department of Accounting & General Services will be observing furlough days on the two (2) Fridays of each month for the remainder of fiscal year 2010. See attachment for a similar notification memo from Russ K. Saito, Comptroller and calendar designating the actual days that DAGS will be off, which are highlighted in yellow.

The following buildings affected by this action are as follows:

1. Honokaa District Court Building
2. Honokaa State Office Building No. 1
3. Honokaa State Office Building No. 2
4. Honokaa DOH (former Vector Control)
5. Hilo State Office Building
6. Keakealani State Office Building
7. Kona State Office Building No. 1
8. Kona State Office Building No. 2
9. Naalehu State Office Building
10. North Kohala State Office Building
11. South Kohala State Office Building
12. Waimea District Court Building

Unless prohibited by operational or legal requirements, these buildings will be closed and the following DAGS services will not be available.

1. Custodial services
2. Repair and maintenance services
3. U.S. Postal mail service
4. Opening and closing of the building
5. Air Conditioning operation
6. Assistance in addressing building problems by DAGS staff

October 20, 2009

To accommodate departments that are not part of the Executive Branch or departments that are required to operate on days that have been designated as DAGS furlough days:

1. Each department should contact the DAGS Hawaii District Office at 974-6400 for building keys and the required training on opening and closing of the building (Hilo State Office Building only).
2. Requests for air conditioning service should be made 48-hours in advance (Hilo State Office and Keakealani Building only). A charge will be assessed based on the actual cost of operating the system. Please contact Cory Kaizuka at 974-6400 for the hourly rate for your areas.
3. Emergencies such as waterline leaks, air condition malfunctions, electrical outages, etc. will be handled as if they occurred during non-operating hours. Please see the attached listing of emergency contact numbers for your area. A service technician will respond to these emergency situations.

If any programs within your department require building keys or are otherwise affected by the above action, please contact Cory Kaizuka or myself at 974-6400 by October 21, 2009 to request our assistance in keeping your areas operational during our furlough days.

Attach.

c: Ms. Patricia Hamamoto, Dept. of Education
Dr. Chiyome Fukino, Dept. of Health
Ms. Lillian Koller, Dept. of Human Services
Mr. Darwin Ching, Dept. of Labor & Industrial Relations
Mr. Kurt Kawafuchi, Dept. of Taxation
Ms. Laura Thielen, Dept. of Land & Natural Resources
Ms. Sandra Lee Kunimoto, Chairperson, Department of Agriculture
Mr. Wayne Nishijima, UH Extension Services
Judiciary
Mr. Russ K. Saito, Comptroller